2026 CAPITAL ASSISTANCE ROUND AND INFORMATION SESSION

Meg Macaulay – Head of Capital Programs QCEC

Jarrod Dorham – Capital Program Advisor, QCEC

Bernadette Casey - ASO, Capital Programs QCEC

October/November 2025

ACKNOWLEDGEMENT OF COUNTRY

In the spirit of reconciliation, we acknowledge the Traditional Owners and Custodians of this land, and their descendants who maintain their spiritual connection and traditions.

We thank them for sharing their cultures, spiritualities and ways of living with the land in this place we all now call home.

We pay respect to Elders past and present.

May we continue to walk gently and respectfully together with each other.

Meeting Prayer

Lord look lovingly on this group gathered here today as we discuss and deliberate on issues of importance to our schools.

Help us to be guided by your spirit.

May we listen to one another
And be guided by our common goals.

We ask this through Christ our lord

Amen.

Agenda

- ❑ Background Information
- ❑ 2025 Capital Round Outcomes
- ❑ QCEC Strategic Policy Positions (2023 – 2028)
- ❑ 2026 Capital Assistance Program
- ❑ 2026 Capital and EIS Applications
- ❑ Administration and Governance
- ❑ Resources and Guidelines

BACKGROUND INFORMATION

Queensland Catholic Education Commission

Supporting and advancing Catholic education in Queensland

Functions of QCEC

The Bishops and leaders of Religious Institutes and other incorporated bodies have delegated a number of responsibilities to QCEC. Key functions are to:

- **Negotiate and distribute government funding** to Catholic schools
- **Advocate and promote** the position of Catholic education
- **Liaise** with state and federal governments, partners and peak bodies, including the representative body for parents
- **Communicate and respond** to state-wide issues
- **Provide advice on industrial relations matters**, conduct independent investigations and lead enterprise bargaining processes in conjunction with and on behalf of Queensland Catholic school employing authorities
- **Facilitate state-wide collaboration** in areas such as curriculum, information and communication technologies, Indigenous education, religious education outside Catholic schools, education for ministry and social justice matters
- **Research, collect and manage** statistical, financial and educational information and data.

What are the rules that we work under

Australian Government	State Government	QCEC
•Australian Education Act 2013 and Australian Education Regulation 2023 •Capital Grants Program Guidelines –2024 •https://www.education.gov.au/other-commonwealth-funding-schools/capital-grants-non-government-schools	•Education (Capital Assistance) Act 1993 and Education (Capital Assistance) Regulation 2025 •Capital Assistance Scheme Guideline •https://education.qld.gov.au/about-us/budgets-funding-grants/grants/non-state-school/state-capital-assistance-scheme •External Infrastructure Subsidy Scheme •https://education.qld.gov.au/about-us/budgets-funding-grants/grants/non-state-school/external-infrastruture-subsidy-scheme	•QCEC 2026 Capital Assistance Round – Important Dates •QCEC 2026 Capital Assistance Guidelines •QCEC 2026 Capital Assistance Guidelines – Special Assistance Schools •QCEC 2026 Capital Assistance Guidelines – Special Schools •QCEC 2026 External Infrastructure Subsidy Scheme Guidelines •QCEC 2026 Capital Financial Contribution Guidelines •QCEC 2026 Conditions of Compliance (issued in •QCEC Appeal Process – Government Funding Programs

QCEC Capital Groups

To assist with capital assistance matters and the assessment of applications, QCEC has formed two separate committees:

Capital Assistance Network (CAN)	Capital Assistance Assessment Committee (CAAC)
• develop *QCEC Capital Assistance Guidelines*, including area allocations and costs for consideration and approval by the Commission • provide feedback about projects to applicant schools/CSA on request through school visits • assist QCEC Secretariat staff during school visits in validating application information/compliance issues • conduct eligibility and cost reviews of EIS applications • act as a network for the sharing of information on school planning and infrastructure issues	• Six (6) member independent panel • assess applications under the CGP and CAS according to the criteria set out in the relevant legislation and *QCEC Capital Assistance Guidelines* • score and rank projects • make recommendations to the Commission about assessment outcomes

2025 CAPITAL ROUND OUTCOMES

A summary of the 2025 applications is as follows:

Primary Schools	8
Secondary Schools	5
P-12 Schools	4
5-12 Schools	0
Special Assistance Schools	2
Boarding	0
TOTAL	**19**

Three (3) Applications were withdrawn from the 2025 Capital Assistance Round

CSA	Schools	Prioritised Projects	Pioritised Project Values (M)	% of Total
Brisbane	9	6	$48.921	41.2%
Cairns	1	0	$0	0%
Rockhampton	0	0	$0	0%
Toowoomba	3	2	$41.943	35.4%
Townsville	2	2	$19.418	16.4%
RI Schools	1	0	$0	0%
EREA Flexi Schools Pty	2	1	$3.774	3.2%
EREA Colleges Ltd	1	1	$4.435	3.8%
TOTAL	**19**	**12**	**$118.491**	**100%**

2025 Prioritised Projects (Total Grant Value $99M)

SCHOOL	PROJECT TYPE
St Mary's Catholic School (BOWEN)	Existing School
St Patrick’s School (ST GEORGE)	Existing School
Townsville Flexible School (BOWEN)	Existing School
Mary Help of Christian’s Catholic College (SHAW)	Continuing New School
San Damiano College (YARRABILBA)	Continuing New School
Good Samaritan Catholic College (BLI BLI)	Continuing New School
Good Shepherd Catholic Primary School (SPRINGFIELD LAKES)	Continuing New School
Star of the Sea School (MERRIMAC)	Continuing New School
Notre Dame College (NIRIMBA)	Continuing New School
McAuley College (BEAUDESERT)	Continuing New School
St Francis Catholic College (WESTBROOK)	New School
Ignatius Park College (CRANBROOK)	Existing School

CSA Capital Funds Breakdown (over 5-years)

Capital Funding by CSA	2021	2022	2023	2024	2025
Brisbane	$42.6M	$28.0M	$71.5M	$44.6M	$42.0M
Toowoomba	$3.6M	$6.6M	-	$3.6M	$35.6M
Rockhampton	$1.1M	$9.0M	$1.8M	$11.3M	-
Townsville	$8.8M	$17.7M	$15.7M	-	$15.6M
Cairns	$1.7M	$22.5M	-	$25.6M	-
RI / PJP	$13.0M	-	$1.0M	$4.1M	-
EREA Flexible Schools Ltd	-	-	-	$4M	$3.5M
EREA Colleges Ltd	-	-	-	-	$2.4M

QCEC STRATEGIC POLICY POSITIONS 2023 - 2028

QCEC STRATEGIC POLICY POSITIONS 2023 - 2028

Position 1 – Funding Pools

Pool A for existing schools is capped at $10 million per capital assistance round.

Pool B for new schools is the remainder ($125 million in 2026).

QCEC STRATEGIC POLICY POSITIONS 2023 - 2028

Position 2 – Size and Stages of Funding New Schools

Funding eligibility of new primary schools ceases when total enrolment reaches 350 students (equivalent to two streams).

Funding eligibility of new secondary schools ceases when total enrolment reaches **736 students** (equivalent to four streams).

Funding eligibility of new P-12 schools ceases when total enrolment reaches **1,086 students.**

Funding eligibility of new special assistance schools ceases when total enrolment reaches **90 students**.

Funding eligibility of new special schools cease when total enrolment reaches **130 students**.

QCEC STRATEGIC POLICY POSITIONS 2023 - 2028

Position 3 – Two New Schools per Year

No more than two (2) schools per round, with at least one (1) of the two (2) schools located in a high population growth area in a SEQ Local Government Area within the Archdiocese of Brisbane.

If there are no new schools seeking funding within the SEQ Local Government Area in a round, the Commission will limit funding for the commencement of new schools to no more than two (2) schools outside of the SEQ Local Government Area.

This two-school limit **does not apply to special assistance schools** or schools expanding into new primary or secondary year levels.

2026 CAPITAL ASSISTANCE PROGRAM

IMPORTANT DATES

Capital Information Sessions	October / November 2025
QCEC Online Capital Applications open at 9:00 AM	24 October 2025
Notice of Intent to Apply to QCEC Secretariat	1 December 2025
QCEC Online Capital Applications close at 5:00 PM	27 February 2026
School Capital Application Review Visits	March-May 2026
Refinement of the valid QCEC Online Capital Applications close at 5:00 PM	27 May 2026
Final Eligibility Review Meeting	22-23 June 2026
EIS Cost Review Meeting	23 June 2026
Project Presentations due 5:00 PM to QCEC Secretariat	1 July 2026
Capital Assistance Assessment Committee Meeting	6 – 9 July 2026
CAAC Meeting Outcomes to QCEC – Commission Meeting	21 July 2026
QCEC Recommendations to State Ministers	31 July 2026
QCEC Recommendations to State and Commonwealth Ministers	30 September 2026
Government Approvals	September – December 2026

Use of Grant Funding

Up to $135M available for Capital Assistance & $2.7M available for EIS

- New facilities
- Conversion or refurbishment of existing facilities
- Extension to existing facilities
- Modular classrooms
- Boarding facilities
- New Schools
- Purchase of furniture and equipment
- Consultant's fees (excluding masterplanning costs)
- Civil works

- Authority charges (50% subsidy)
- Cost of construction of infrastructure external (50% subsidy)

School Planning

Develop an education brief

Determine the ultimate school size

- Enrolment projections
- Existing and future physical built environment

Develop a masterplan

- Which reflects the progressive enrolment growth
- Determine the inter-relationships of facilities

Plan for the whole site, not just one building

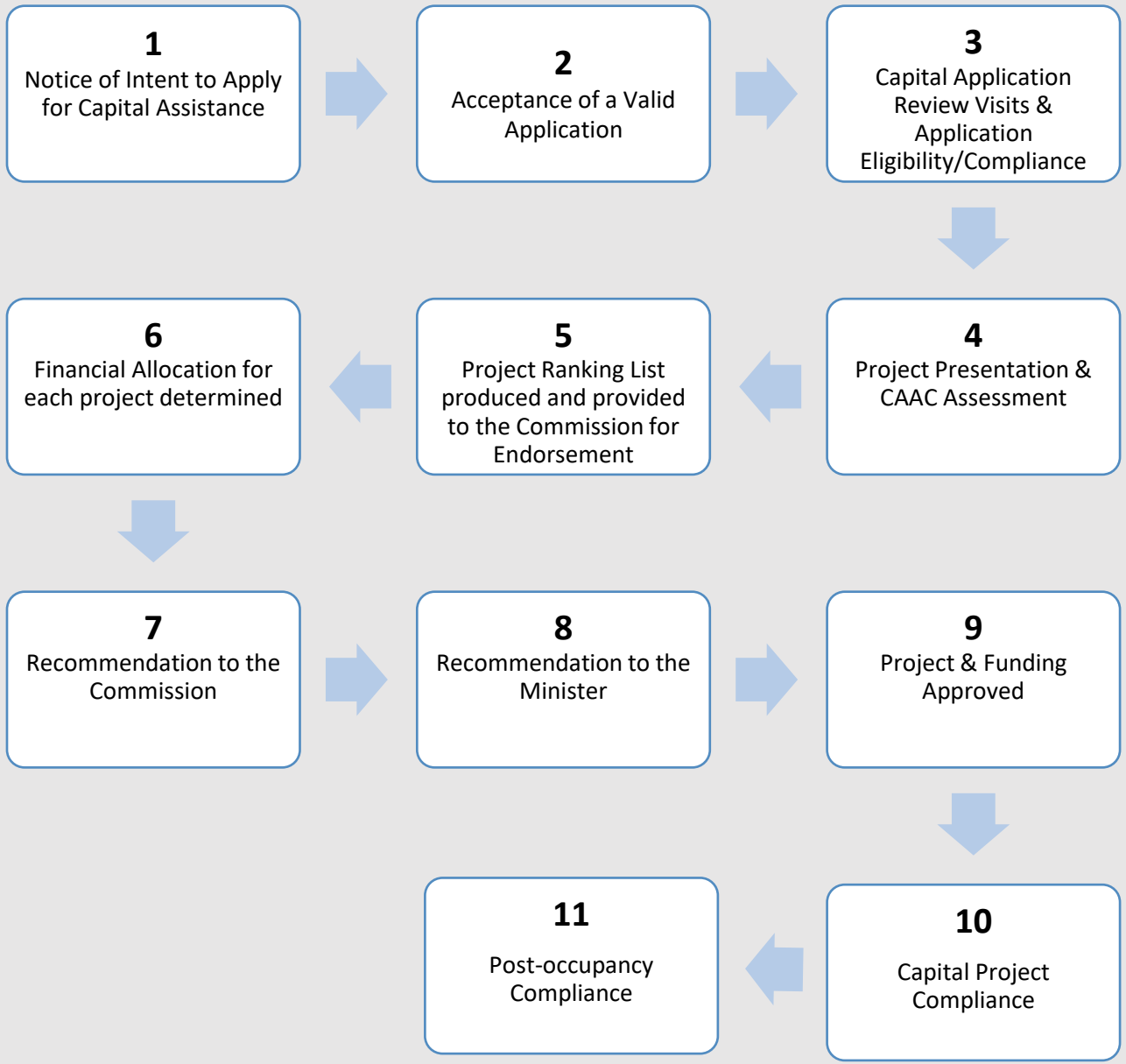
Plan for the longer term at least 5 years in advance

Note, site constraints and conditions e.g. physical, council, environmental, national trust and availability of services

Anticipated New and Continuing New Schools for 2026

School Name	Catholic School Authority	Stage
St Bonaventure's College, Flagstone	Archdiocese of Brisbane CEO	2
Catherine McAuley College, Mackay	Diocese of Rockhampton CEO	4
Holy Spirit College, Fitzgibbon	Archdiocese of Brisbane CEO	4
Sophia College, Plainland	Archdiocese of Brisbane CEO	4
St Joseph's College, Coomera	Archdiocese of Brisbane CEO	5
St Clare's Primary School, Yarrabilba	Archdiocese of Brisbane CEO	6
Mary Mackillop Catholic College, Highfields	Diocese of Toowoomba CSO	4
Mackillop Catholic College, Mt Peter	Diocese of Cairns CES	7
New Primary School, Kewarra Beach	Diocese of Cairns CES	1

APPLICATION PROCESS



Schools intending to apply for capital assistance in 2026 must complete a ***Notice of Intent to Apply Form*** on or before **5:00 PM on 1 December 2025** via **QCEC's *Capital Projects Online Portal***.

Schools will be ineligible to apply for capital assistance if a *Notice of Intent to Apply Form* is not submitted.

Applicants can withdraw their Capital Application at any time through the process.

STEP 1

Notice of Intent to Apply for Capital Assistance

All applications for capital assistance must be made via **QCEC's *Capital Projects Online Portal*** and application form before **5:00 PM on 27 February 2026**.

An application must meet certain criteria to be considered valid (see **Section 7.3 in the *2026 Capital Assistance Guidelines***).

Applications will be assessed by the QCEC Secretariat, to determine if they are to be accepted as a valid application, before **5:00 PM on 7 March 2026**.

STEP 2

Acceptance of a Valid Application

Each CSA must allow a minimum of **three (3) hours** for each capital application review visit.

As a result of discussions in the capital application review visit, applicants have until **27 May 2025** to refine a valid application. No further changes can be made to the application by the applicant after that date.

Following the *QCEC's Capital Project Online Portal* closing date, the CAN members will meet on the **22-23 June 2026** to undertake a final review of each school's capital assistance application eligibility. Each CSA must allow **30 minutes** for each eligibility review meeting.

STEP 3

Capital Application Review Visits & Application Eligibility/Compliance

Project Presentations prepared for CAAC are due to QCEC at **5:00 PM on 1 July 2026**.

The CAAC meeting will be held from **6 – 9 July 2026.**

Members of the CAAC independently consider each project against three criteria:

a) Changes in demographics, enrolments and student characteristics (3 facets)
b) Educational planning (2 facets)
c) Infrastructure planning (3 facets).

STEP 4

Project Presentation & CAAC Assessment

Given that there are usually more requests for funding than there are funds available, projects must be assessed and ranked.

CAAC then recommends this ranked list of projects to the BGA/CAA for endorsement and prioritisation within the available funding envelope.

Step 5

Project Ranking List produced and provided to the Commission for Endorsement

Following the CAAC scoring and ranking projects, financial contribution assessments are undertaken in accordance with the ***QCEC Capital Financial Contributions Guidelines***.

The financial contribution assessment does not require a separate application. The level of grant funding will be calculated based on the published 'capacity to contribute' score as **of 1 June 2026**.

STEP 6

Financial Allocation for each project is determined

A list of the prioritised projects recommended by the CAAC will be presented to the QCEC (as BGA/CAA), with a brief description of each project and the level of recommended assistance for each application for endorsement and recommendation to the government.

STEP 7

Recommendation to the Commission

The QCEC Secretariat will provide a list of the prioritised projects endorsed by the QCEC (as BGA/CAA) to the relevant Ministers between **31 July** and **30 September** of the year of application with a brief description of each project, the level of recommended assistance for each application and reasons for the recommended level of assistance.

STEP 8

Recommendation to the Minister

Ministerial approval is usually provided between **October to December** of the year of application, with funding available the following calendar year.

STEP 9

Project & Funding Approved

Successful applicants eligible to receive CGP/CAS capital assistance are required to continue to meet and comply with the ***QCEC Conditions of Compliance.***

STEP 10

Capital Project Compliance

Post occupancy reviews will be performed by the QCEC Secretariat on behalf of the BGA/CAA to ensure the project has been completed in accordance with the ***2026 QCEC Capital Assistance Guidelines*** and ***QCEC Conditions of Compliance***.

If non-compliance is identified, the relevant CSA may be requested by the BGA/CAA to repay part or all of the grant monies

BGA/CAA and the Government retain an interest in all completed projects in Queensland Catholic schools for a period of up to **twenty (20) years.**

STEP 11

Post-occupancy Compliance

Key changes to the 2026 Capital Assistance Guidelines

- ❑ All dates within the document have been changed to reflect the correct year
- ❑ All rates have been updated in line with advice from QCEC's Quantity Surveyor
- ❑ Location indices have been updated
- ❑ New Special Schools Guideline
- ❑ Minimum enrolments for eligibility for Special Schools and Special Assistance Schools introduced
- ❑ Requirement for a summary of Pupil Amenities and Walkways in applications introduced
- ❑ ICSEA scores weighting calculation has been modified to two bands (from three bands)
- ❑ Boarding clause modified to expand upon what is and isn't included in the 24m2 allocation
- ❑ Pupil Amenities clause modified to expand upon what is and isn't eligible
- ❑ Undercroft clause modified to include Habitable / Non-Habitable Descriptions

Key changes to the 2026 Capital Assistance Guidelines (continued)

- Walkways definition expanded
- Maintenance Store definition expanded
- On-Cost allowance percentages modified
- Definitions for Health and Wellbeing and Learning Support spaces provided
- The Capital Assistance Reference Group (CARG) has undergone a name change to reflect the proposed committee structure of Catholic Schools Queensland Limited, now known as the Capital Assistance Network (CAN).

Key changes to the 2026 Capital Assistance Guidelines (continued)

- Walkways summary example

Walkway Summary Example					
Walkway	**Line**	**Area**	**Room generating Walkway Eligibility**	**Line**	**Area**
Walkway	14	25m2	GLA 1	15	64m2
Walkway	16	25m2	GLA 2	17	64m2
Walkway	100	3m2	Pupil Amenities	101	10m2
Walkway	122	10.8m2	Maintenance	123	36m2
Walkway	135	3m2	Engineering	136	10m2
Total		66.8m2			

Key changes to the 2026 Capital Assistance Guidelines (continued)

- Pupil Amenities summary example

Pupil Amenities Summary Example						
Enrolments: 270 (50 / 50 gender split)						
Number of Levels at School: 2						
	Required*	**Existing**	**Demolished**	**Proposed**	**Line Items**	**Area**
Closet Pans (Male), including Urinals)	6	0	0	4	21, 53	12m2
Closet Pans (Female)	6	0	0	4	22, 54	12m2
Accessible Unisex Sanitary Compartments	2	0	0	2	23, 55	16m2
Accessible Adult Changing Places	0	0	0	0	N/A	N/A
*Each Accessible Unisex Sanitary Compartments can reduce the count of actual Closet Pans by 1 for Male and by 1 for Female, per the NCC						

Key changes to the 2026 External Infrastructure Subsidy (EIS) Guidelines

- ❑ All dates within the document have been changed to reflect the correct year
- ❑ All rates have been updated in line with advice from QCEC's Quantity Surveyor
- ❑ Location indices refer to the Capital Guidelines
- ❑ Infrastructure Charges applications will be exempt from undertaking a cost review meeting or Quantity Surveyor cost assessment

Key changes to the 2025 Conditions of Compliance

- ❑ All dates within the document have been changed to reflect the correct year
- ❑ Number of Payment milestones for Capital Projects reduced from 4 to 3
- ❑ Methodology for disclosing the value of self-funded works in tendering process provided

2026 CAPITAL AND EIS APPLICATIONS

QCEC's Capital Projects Online Portal

A circular has been sent to CSAs notifying of the opening round date and inviting school authorities to apply for Capital Assistance

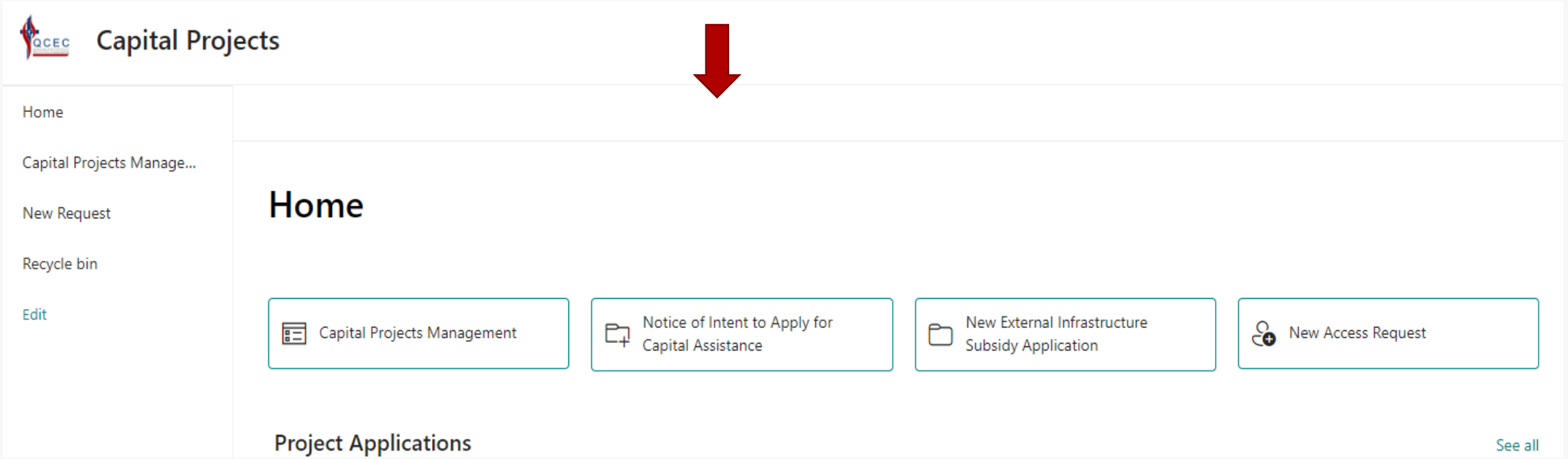
Schools intending to apply for capital assistance must complete a ***Notice of Intent to Apply*** form via **QCEC's Capital Projects Online Portal**

https://qcec.sharepoint.com/sites/CapitalProjects

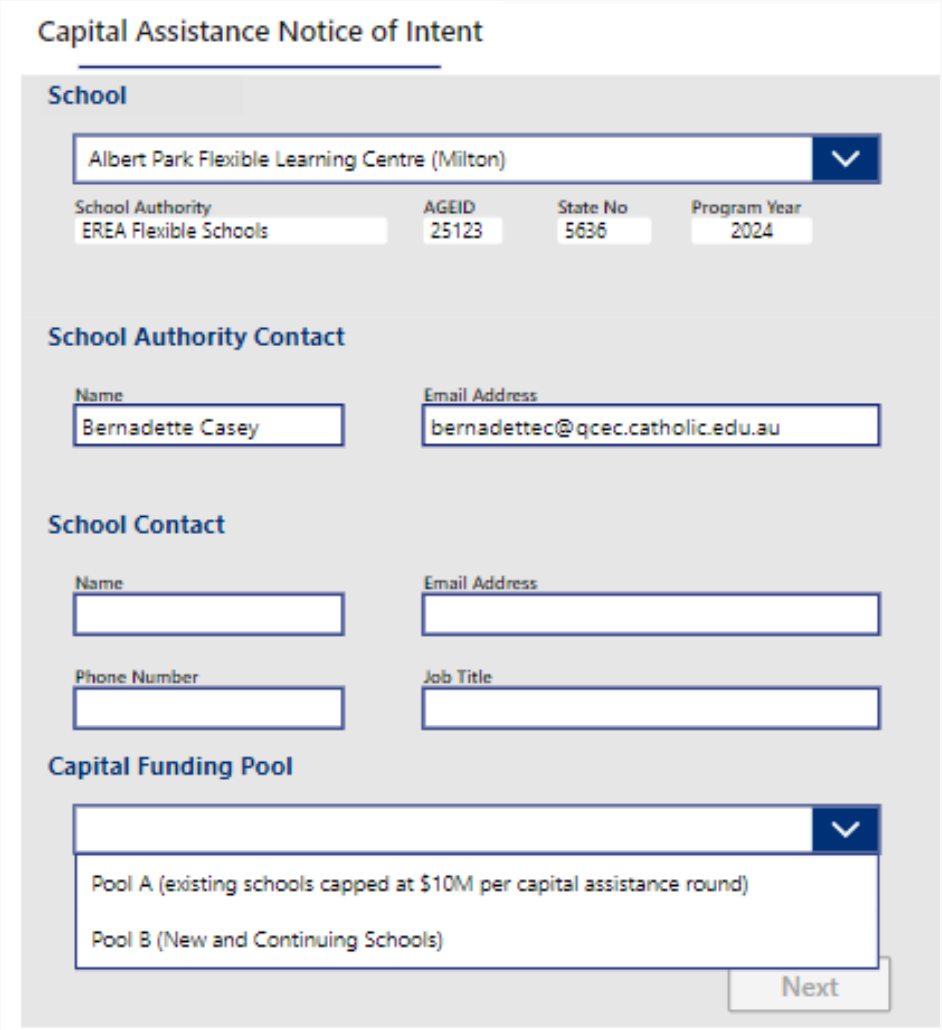
Once ***Notice of Intent to Apply*** form is submitted. CSAs will receive notification that project has been created in QCEC's system.	Applications will be created and information from the Notice of Intent will be auto filled in the Project details page of the application.

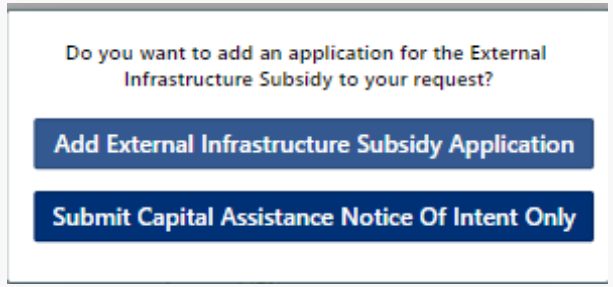
Notice of Intent to Apply Form (Must be completed by 5:00pm 1 December 2025)

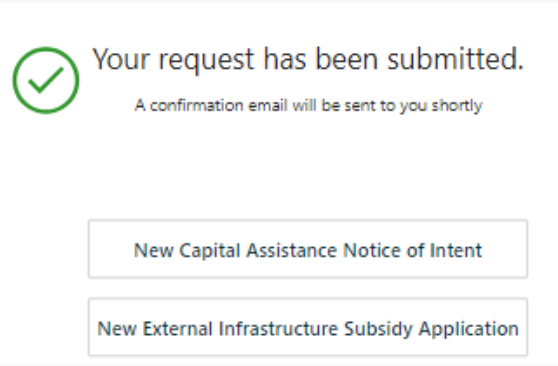
Click on Notice of intent to Apply button



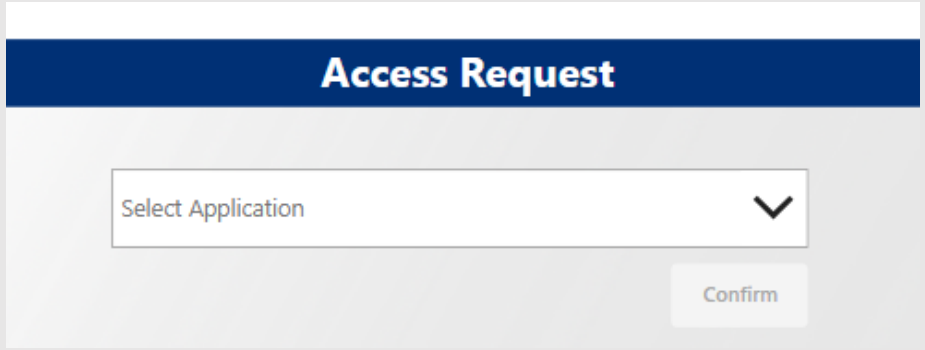
NOTICE OF INTENT TO APPLY FORM – REQUEST ACCESS

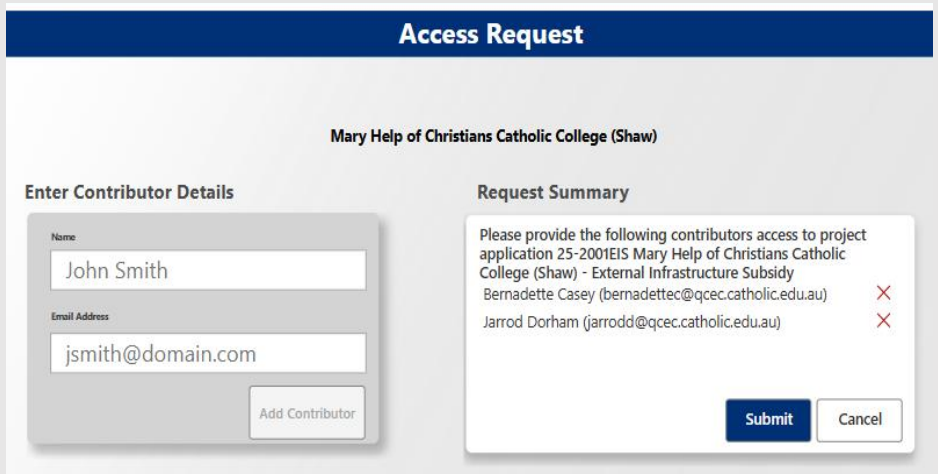






NB: A notice of intent to apply form is not required for External Infrastructure Subsidy (EIS) projects





Request Access for a Contributor

Steps to follow when requesting access for a contributor:

- Select new Access Request
- Select school from the Dropdown arrow and confirm
- Check request summary details are correct
- Enter Contributor details and Add contributor
- **NB Multiple contributors can be added to each project.**
- A request email is sent to Secretariat for approval

CAPITAL APPLICATION PROJECT PROCESS AND ACCESS

1. Online Capital Applications are locked 5:00pm 27 February 2026
   - Access will be viewing only
2. Online Capital Applications will be unlocked following the school Review visits
3. Online Capital Applications are locked for the final time 5:00pm 15 May 2026
   - Access will be viewing only
4. Capital Projects will be moved over to QCEC internal website 1st week in October 2026

Please ensure that you have saved all relevant project documents to your own internal filing system.

ADMINISTRATION AND GOVERNANCE

Document Naming Convention

The purpose of the document naming principles:

- Documents are easily located within the Project folder upon reviewing
- Ability to capture the essential detail

DOCUMENT NAMING CONVENTION EXAMPLES

Document	[Date prepared] [Document type] [School Name]
Capital application	2026 Capital Application St Joseph's School Brisbane
EIS application	2026 EIS Application St Joseph's School Brisbane
Drawings (Architectural, Structural, Hydraulics etc)	20260301 Drawings Structural St Joseph's School Brisbane
Photographs	20260301 Photographs St Joseph's School Brisbane
Emails	20260201 Email (brief description of what email is about)
Reports (QS, Geotechnical etc)	20260301 Report Geotechnical St Joseph's School Brisbane
Building Services (Electrical Work, Communications etc)	20260301 Communications St Joseph's School Brisbane
Site Works (Landscaping, Car Parking, Retaining walls etc)	20260301 Landscaping St Joseph's School Brisbane

Project Descriptions (*An Australian Government Requirement*)

The purpose of the project description guide is to provide the following principles:

- Writing of succinct and meaningful project descriptions of what infrastructure will be delivered by project funding
- Preferred language
- Spelling and grammar is consistent throughout

Project descriptions are to begin with the type of activity to be undertaken through the project as follows:

- Construction of ...
- Refurbishment of ...
- Demolition of ...

Project Descriptions examples

Construction	Construction of an arts centre to create two general learning areas, two specialty areas, a storage area and office spaces. Extension of a classroom block to create two general learning areas, office spaces and storage.
Refurbishment	Refurbishment of six general learning areas and student amenities, a technology building to include three technical classrooms a machine room, a senior workshop, a computer aided design room and student staff amenities.
Demolition	Demolition of buildings housing four general learning areas, a music room and a multipurpose hall. Construction of five general learning areas, a science laboratory and storage areas.

CLAIMS FOR PAYMENT PROCESS RESOURCE FORMS

Approved Round 2025 projects and onwards

- 2025 Capital Assistance Claim for payment
- External Infrastructure Subsidy Capital Assistance Claim for Payment

Approved Round 2023, 2024 projects

- Capital Assistance Claim for payment
- External Infrastructure Subsidy Capital Assistance Claim for Payment

Approved 2022 Round projects

- 2022 Capital Assistance Claim for payment
- 2022 External Infrastructure Subsidy Capital Assistance Claim for payment

CAPITAL ASSISTANCE CLAIM FOR PAYMENTS

Grant Payments will be made in three instalments as follows:

First Payment

- Release of 50% of the grant amount at 25% project completion (in terms of value)
- CSAs will need to provide a signed agreement *(Letter of Offer)* to the conditions of the grant offer before payment can be released
- A completed Capital Assistance Claim including the percentage complete (milestone) progress of works and based on a builder's claim for work completed

Second Payment

- Release of 40% of the grant amount at 50% project completion (in terms of value)
- A completed Capital Assistance Claim including the percentage complete (milestone) progress of works and based on a builder's claim for work completed

CAPITAL ASSISTANCE CLAIM FOR PAYMENT

Third Payment

- Release of 10% of the grant amount at project practical completion (and at least 95% of total project completion, in terms of value)
- A completed Capital Assistance Claim including the percentage complete (milestone) progress of works and based on a builder's claim for work completed
- A completed Practical Completion Statement verifying all works have been completed

NB: External Infrastructure Subsidy (EIS) projects must be stand-alone, as the State Guidelines do not allow advance payments under this scheme

2025 CAPITAL ASSISTANCE CLAIM FOR PAYMENT

Queensland Catholic Education Commission

Capital Assistance Claim for Payment

QCEC QUEENSLAND CATHOLIC EDUCATION COMMISSION

This form constitutes a claim for capital payment and is also a declaration of project progress

School Name | Suburb | Date of Claim

School Authority | QCEC Project No. | Claim Number

Funding Source	Original Ministerial approved project cost	Approved variation Funding Levels	Current Approved Funding Level
Contribution	$100,000	$150,000	$150,000
CAS Capital Assistance Supplementary Scheme *(State grant)*	$500,000	$500,000	$500,000
CAS Capital *(State Grant)*	$500,000	$500,000	$500,000
CGP Capital *(Commonwealth grant)*	$150,000	$150,000	$150,000
Total Approved Project Cost	**$1,250,000**	**$1,300,000**	**$1,300,000**

Approximate Extent of Work Covererd

Project Completion in terms of value: 25.00% — Input invoices >

Project Progress

25.00%

Claim Details: First Payment

Select Payment

Summary of funds distribution	First Payment	Second Payment	Third Payment	Payments to Date (Excl. this claim)	This claim
CAS Capital Assistance Supplementary Scheme *(State gran*	$250,000	$200,000	$50,000	-	$250,000
CAS Capital *(State Grant)*	$250,000	$200,000	$50,000	-	$250,000
CGP Capital *(Commonwealth grant)*	$75,000	$60,000	$15,000	-	$75,000
Current total project cost	**$575,000**	$460,000	$115,000	-	**$575,000**

Project completion in terms of value is above the required threshold.

Estimated Project Completion Date

I certify that this claim for grant funds is in accordance with the project as approved by the Minister.

Name (School Authority Representative) | Signature | Date

Queensland Catholic Education Commission

Capital Assistance Claim for Payment

QCEC QUEENSLAND CATHOLIC EDUCATION COMMISSION

Invoices

Current Approved Funding Level (Total Project: $1,300,000 — Project Completion %: 30.77%

#	Invoice #	Contract / Supplier	Amount (ex. GST)	GST	Total Expenditure (Inc GST)
Previous Claims					
	Claim 1				-
	Claim 2				-
	Claim 3				-
This Claim					
1	Test	Test	$100,000.00	$1,000,000.00	$1,100,000.00
2	Test	Test	$100,000.00	$1,000,000.00	$1,100,000.00
3	Test	Test	$100,000.00	$1,000,000.00	$1,100,000.00
4	Test	Test	$100,000.00	$1,000,000.00	$1,100,000.00

First Payment

- Release of 50% of the grant amount at 25% project completion.
- CSAs need to provide a signed agreement (Letter of Offer) to the conditions of the grant offer before payment can be released.
- A complete set of tender issue site plans and floor plans before the approved project is put out to tender. Results of tender must be approved by the QCEC Secretariat.
- A completed Capital Assistance Claim Form, including the percentage complete (milestone) progress of works. Form is to be prepared by the Architect/Project Supervisor and approved by the CSA and be based on a builder's claim for work completed and other costs incurred, and reports on the expenditure status of the total project cost.

2025 CAPITAL ASSISTANCE CLAIM FOR PAYMENT

Queensland Catholic Education Commission

Capital Assistance Claim for Payment

This form constitutes a claim for capital payment and is also a declaration of project progress

School Name	Suburb	Date of Claim
School Authority	QCEC Project No.	Claim Number

Funding Source	Original Ministerial approved project cost	Approved variation Funding Levels	Current Approved Funding Level
Contribution	$100,000	$150,000	$150,000
CAS Capital Assistance Supplementary Scheme *(State grant)*	$500,000	$500,000	$500,000
CAS Capital *(State Grant)*	$500,000	$500,000	$500,000
CGP Capital *(Commonwealth grant)*	$150,000	$150,000	$150,000
Total Approved Project Cost	**$1,250,000**	**$1,300,000**	**$1,300,000**

Approximate Extent of Work Covererd

Project Completion in terms of value: 50.00%

Input invoices >

Project Progress

50.00%

Claim Details

Second Payment

Select Payment

Summary of funds distribution	First Payment	Second Payment	Third Payment	Payments to Date (Excl. this claim)	This claim
CAS Capital Assistance Supplementary Scheme *(State gran*	$250,000	$200,000	$50,000	$250,000	$200,000
CAS Capital *(State Grant)*	$250,000	$200,000	$50,000	$250,000	$200,000
CGP Capital *(Commonwealth grant)*	$75,000	$60,000	$15,000	$75,000	$60,000
Current total project cost	$575,000	**$460,000**	$115,000	**$575,000**	**$460,000**

Project completion in terms of value is above the required threshold.

Queensland Catholic Education Commission

Capital Assistance Claim for Payment

Invoices

Current Approved Funding Level (Total Project: $1,300,000

Project Completion %: 53.85%

#	Invoice #	Contract / Supplier	Amount (ex. GST)	GST	Total Expenditure (Inc GST)
Previous Claims					
	Claim 1		$400,000.00	$4,000,000.00	$4,400,000.00
	Claim 2				-
	Claim 3				-
This Claim					
1	Test	Test	$100,000.00	$1,000,000.00	$1,100,000.00
2	Test	Test	$100,000.00	$1,000,000.00	$1,100,000.00
3	Test	Test	$100,000.00	$1,000,000.00	$1,100,000.00

Second Payment

- Release of 40% of the grant amount at 50% project completion.
- A completed Capital Assistance Claim Form, including the percentage complete (milestone) progress of works. Form is to be prepared by the Architect/Project Supervisor and approved by the CSA and be based on a builder's claim for work completed and other costs incurred, and reports on the expenditure status of the total project cost.

2025 CAPITAL ASSISTANCE CLAIM FOR PAYMENT

Queensland Catholic Education Commission

Capital Assistance Claim for Payment

QCEC QUEENSLAND CATHOLIC EDUCATION COMMISSION

This form constitutes a claim for capital payment and is also a declaration of project progress

School Name	Suburb	Date of Claim
School Authority	QCEC Project No.	Claim Number

Funding Source	Original Ministerial approved project cost	Approved variation Funding Levels	Current Approved Funding Level
Contribution	$100,000	$150,000	$150,000
CAS Capital Assistance Supplementary Scheme *(State grant)*	$500,000	$500,000	$500,000
CAS Capital *(State Grant)*	$500,000	$500,000	$500,000
CGP Capital *(Commonwealth grant)*	$150,000	$150,000	$150,000
Total Approved Project Cost	**$1,250,000**	**$1,300,000**	**$1,300,000**

Approximate Extent of Work Covererd

Project Completion in terms of value: 95.00%

Input invoices >

Project Progress

95.00%

Claim Details

Third Payment

Select Payment

Summary of funds distribution	First Payment	Second Payment	Third Payment	Payments to Date (Excl. this claim)	This claim
CAS Capital Assistance Supplementary Scheme *(State gran*	$250,000	$200,000	$50,000	$450,000	$50,000
CAS Capital *(State Grant)*	$250,000	$200,000	$50,000	$450,000	$50,000
CGP Capital *(Commonwealth grant)*	$75,000	$60,000	$15,000	$135,000	$15,000
Current total project cost	$575,000	$460,000	**$115,000**	**$1,035,000**	**$115,000**

Project completion in terms of value is above the required threshold.

Estimated Project Completion Date: 15/10/2026

Queensland Catholic Education Commission

Capital Assistance Claim for Payment

QCEC QUEENSLAND CATHOLIC EDUCATION COMMISSION

Invoices

Current Approved Funding Level (Total Project: $1,300,000

Project Completion %: 96.15%

#	Invoice #	Contract / Supplier	Amount (ex. GST)	GST	Total Expenditure (Inc GST)
Previous Claims					
	Claim 1		$400,000.00	$4,000,000.00	$4,400,000.00
	Claim 2		$700,000.00	$7,000,000.00	$7,700,000.00
	Claim 3				-
This Claim					
1	Test	Test	$50,000.00	$500,000.00	$550,000.00
2	Test	Test	$50,000.00	$500,000.00	$550,000.00
3	Test	Test	$50,000.00	$500,000.00	$550,000.00

Third Payment

- Release of 10% of the grant at project practical completion (and at least 95% of total project completion.
- A completed Capital Assistance Claim Form, including the percentage complete (milestone) progress of works. Form is to be prepared by the Architect/Project Supervisor and approved by the CSA and be based on a builder's claim for work completed and other costs incurred, and reports on the expenditure status of the total project cost.
- A completed Project Completion Statement prepared by the architect/Project Supervisor and approved by the CSA verifying all work has been completed in accordance with the approved project description and approved tendered documents (including approved project variations).

For all existing 2022, 2023 & 2024 Capital Assistance Claim for payments refer to the Conditions of Compliance for that year.

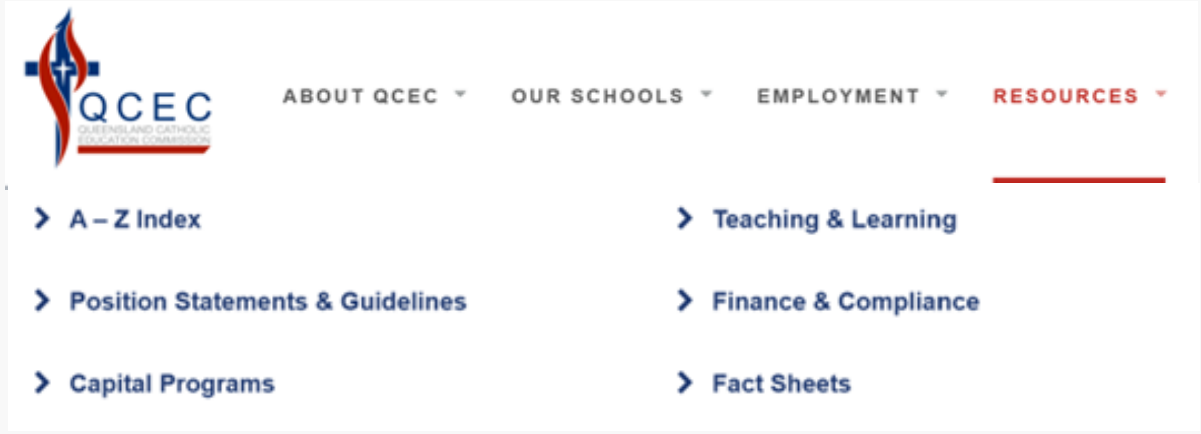
NB: External Infrastructure Subsidy (EIS) projects must be stand alone, as the State Guidelines do not allow advance payments under this scheme

CAPITAL ASSISTANCE CLAIM FOR PAYMENTS

GUIDELINES AND RESOURCES LINK

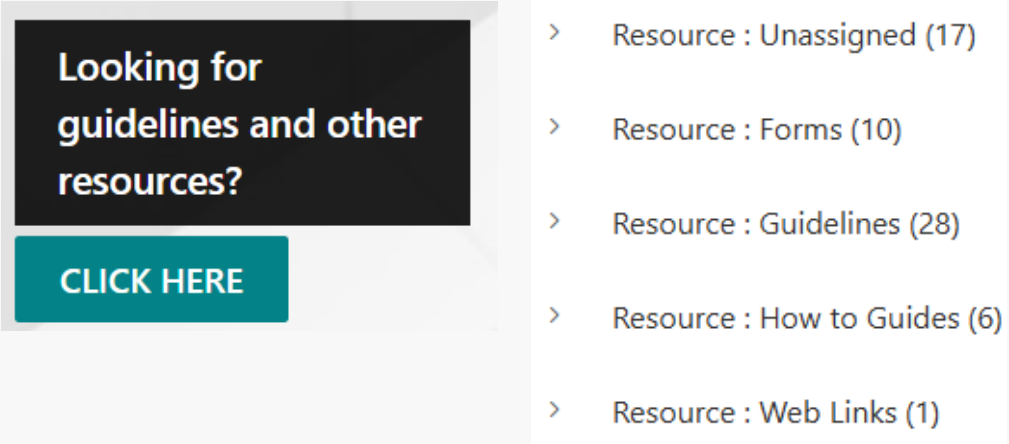
QCEC Website

https://qcec.catholic.edu.au/



Capital Projects Website

https://qcec.sharepoint.com/sites/CapitalProjects/SitePages/Home.aspx



Guidelines and resources

2026 onwards

- Life cycle of prioritised projects will be managed through web-based software (Enquire)
- Activities are primarily workflows within the software requiring direct input from CSAs i.e. Tender Results, Claims, Variations, Completion Statements, PAS, Post-Occupancy etc
- Consistency and transparency in reporting for all parties
- Reduced administrative correspondence between all parties
- On-boarding and training to CSAs will be provided once software is operational (June 2026)
- QIS BGA currently utilising a similar system

Tactiv - Enquire Grant Management System

QCEC Capital Programs Team Contact

PH: 3316 5818 **EMAIL: capital@qcec.catholic.edu.au**

Meg Macaulay
Head Capital Programs

Jarrod Dorham
Capital Programs Advisor

Bernadette Casey
ASO, Capital Programs

THANK YOU